

# **FISCAL POLICIES PROCEDURES**

## **JOB CANDIDATE TRAVEL REIMBURSEMENT**

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### **ADMINISTRATIVE PROCEDURES**

The State's goal is to hire and retain the most qualified individual for every position while maintaining fair and equitable hiring practices. To achieve that goal, it may be necessary to recruit from outside the immediate geographical location of the job offering. It is common practice among the private sector to compensate those candidates who incur travel expenses to attend a job interview.

Agencies should make every effort to utilize other communication methods such as teleconferences to pre-screen candidates to the extent reasonably possible.

### **DETAILED PROCEDURES**

Non-state employee expenses can be reimbursed in the same manner as employee reimbursements or regular vendor payments. Expenditures should be coded to subobject 5990 – Non-State Employee Expenses, Non-1099.